

**JOB DESCRIPTION**

**JOB TITLE:** Electronics and Telecom Technician

**JOB NO:** MT015113

**JOB FAMILY:** Maintenance\Trades

**FLSA:** Non-Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

To perform a variety of advanced and complex technical tasks involved in maintaining, repairing and installing mechanical and electronic systems; to integrate, modify and upgrade communication systems, computer systems and security systems; and to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION**

General supervision is provided by the Director of Information Technology.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in chapter 8 of the General Government Policies and Procedures Manual.
2. Provide technical assistance to City departments related to maintaining, repairing and installing mechanical and electronic systems.
3. Install, replace or modify personal computer hardware; explain problems to computer users; recommend appropriate adjustments. Drive to and from destinations as assigned by Supervisor.
4. Install and program the City security system including programming the access control system; develop and maintain floor plans for security systems and telephone wiring.
5. Oversee the maintenance and installation of the telephone wiring system; respond to questions and assist in maintenance as necessary.
6. Set up audio and video systems for City Council meetings; respond to and resolve malfunctions; make or recommend appropriate repairs or modifications.
7. Prepare reports on work performed and material and equipment used; review with supervisor.
8. Remain on call 24 hours per day.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Consult with departments regarding electronic equipment; assist in reviewing specifications; make recommendations as appropriate.
2. Assist in planning, prioritizing and reviewing the work of subordinate personnel; recommend adjustments to correct deficiencies.
3. Perform other duties as assigned.

## **MINIMUM JOB REQUIREMENTS**

### **EDUCATION**

High School Diploma or GED and two years of formal training in electronics from an accredited college, university or technical school.

### **EXPERIENCE**

Two years of responsible experience maintaining, repairing and installing mechanical and electronic systems including computers, communication and security systems.

### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

## **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

1) Job Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Tools, material and equipment needed to maintain, repair and install a variety of mechanical and electronic systems.

Cable Pulling experience (Fiber Optic, Cat3, Cat5, Cat6)

Punchdowns

Terminations

Principles and practices of electronic and mechanical systems.

Digital and analog circuitry.

Principles and practices of technical communications and electrical and electronic trade.

Pertinent federal, state, and local laws, codes and regulations.

### **Skill in:**

Installing and programming computer equipment.

Operating specialized electronic equipment.

Diagnosing mechanical and electronic equipment deficiencies.

### **Ability to:**

Work on-call.

Read, understand and prepare mechanical and electrical drawings.

Install and program computer hardware.

Operate electronic test equipment.

Troubleshoot mechanical and electronic problems.

Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

Pass a color vision examination.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *working with electrical wiring, electrical equipment and operating assigned equipment*
- *color vision discrimination*
- *making observations.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *exposure to electrical hazards, temperature extremes, dirt, noise and confining work spaces*
- *push, pull, lift or otherwise move equipment or supplies occasionally weighing up to 50 pounds*
- *climbing, bending, kneeling, twisting, crawling, kneeling or stooping*
- *standing for extended periods of time while performing electrical maintenance, installation or repair.*
- *working at heights over 3 feet.*

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Director of Human Resources

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Date

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Department Director

\_\_\_\_\_  
Date

**DATE ISSUED: February 1993**

**REVISION DATE: May 2002; January 2008**